

Title: SPECIFICATIONS		Contents: M-1000
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
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Specifications

Specifications are defined as the detailed description of the parts of a whole object, system or assembly to be purchased. Specifications are normally developed by the requisitioning department, or by those with specific expertise in the object(s) to be purchases. Specifications should be written in a manner that describes the requirements in sufficient detail to ensure the functional requirements are met, without overly restricting competition. The Purchasing Agent will review the specifications before soliciting bids. Any changes deemed necessary by the Purchasing Agent will be presented and reviewed by the department.

Simple Specifications

Specifications should be written from the general to the specific.

Example:

File Cabinet-Metal-Legal Size-Four Drawers-Lock-Black Finish-Steelcase Model 1540L or equal

Simple - Fairly Lengthy Specifications

When specifications are slightly more complex than a simple specification, the following format shall be used:

File Cabinet-Steelcase Model 1540, Or Equal - Specifications As Follows:

Metal-14 gauge steel
 Four drawers-full suspension
 Legal size
 Key lock
 Full length locking bar
 Black finish
 Hanging folder frames
 60"H x 18"W x 27"D
 Weight: 42 LB

Lengthy and Complex Specifications

The T-Bar specification (attached to the requisition) is the preferred format to use for lengthy and complex specifications. The bidders are required to state in writing, how their offer differs or deviates from the department's specifications.

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Example of T-Bar Specifications

Department: Sheriff Department

Item: Nikon F5 camera body and lenses or equal

Specification/Requisition No. 560375

Bidder shall complete the right hand column of the specification page(s) and return with their bid. Bidder shall Indicate "As Specified" for each grouping, if bidder's offer is the same as the stated specifications. Bidder must state the deviations or exceptions. Literature alone does not satisfy this requirement. Failure to comply with these instructions may result in rejection of the bid.

Department Specifications	Bidder Specifications
<u>Camera Body and Lenses-Nikon or equal</u> Quantities as follows: 75 EA F5 camera bodies 35 EA 35-70mm f2.8 AFD Nikkor zoom 30 EA 80-200mm f2.8 AFD-S Nikkor	
<u>F5 Body</u> Single Lens Reflex-Autofocus camera Building in motor drive-8 frames/second Matrix, spot and center weighted metering Automatic film loading and rewinding Built to withstand 150,000 exposures Accepts all current and old Nikkor lenses Black finish Carrying strap 2 years Nikon USA Warranty	
<u>35-70mm f2.8 AFD Nikkor zoom</u> Autofocus Minimum focus 24 inches in macro mode 62mm filter size Lens shade 5 years Nikon USA Warranty	
<u>80-200mm f2.8 AFD-S Nikkor</u> Autofocus Built in silent motor Built in tripod mount and shade 5 years Nikon USA warranty	